

ATTACHMENT A3 – SAMPLE ES&H TASK

ES&H Site Support	NETL
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Task Proposal Request

The contractor's proposal (a.k.a. work plan) for this Task shall be made in accordance with Part I, Section H, Article H.8, entitled Ordering Procedure. The following technical and cost elements shall be included, as appropriate, in the proposal:

Direct Labor Effort	Travel
Overtime Labor Effort	Training
Direct Labor Cost	Equipment, Supplies, and Materials
Subcontractor Effort	Other Direct Costs
List of Subcontractors	Performance Award Fee

Tasks to be Performed

The contractor shall provide the necessary management, supervision, expertise, qualified personnel, materials, supplies, equipment, training, travel, and business / management support required to perform the following site support services based on the Work Breakdown Structure provided in the Statement of Work Part III, Section J, Attachment A of Solicitation No. ----- . The task work statements below supplement the Statement of Work in the Solicitation and are intended to provide additional detail. These task work statements do not supercede, or diminish in any way, the scope of work presented in the Solicitation.

Work Statement:

The contractor support services shall include services based on the Work Breakdown Structure provided in the Statement of Work Part III, Section J, Attachment A of Solicitation No. ----- . The contractor support services shall also include, but not be limited to the following:

Core Environmental Compliance and Crosscutting Services

The contractor shall assist in the implementation and maintenance of programs that support NETL's environmental compliance, monitoring, and surveillance requirements. These programs include: Air Quality Program, Water Quality Program, Radiological Surveillance Program, and Waste Minimization and Pollution Prevention Program. The contractor shall support the process of reviewing and revising NETL's environmental directives (e.g. orders, operating plans, and procedures.) The contractor shall update any existing DOE plans related to these programs deemed necessary by mutual agreement. The contractor shall provide recurring environmental consulting services to NETL personnel as requested. The contractor shall support NETL's major comprehensive ES&H risk management programs and activities. The contractor shall assist and support NETL's efforts to obtain and maintain ISO14001 Environmental Management System certification. Sampling anticipated being needed to demonstrate environmental compliance with core programs is contained in Table 1.17c-1. The contractor shall provide NEPA (National Environmental Policy Act) assistance as needed, including preparation of Environmental Assessments, Environmental Impact Statements, Records of Decision, Findings of No Significant Impact, Mitigation Action Plans, and other related documents. A Professional Engineer (PE) in either the Environmental Engineering or Civil/Sanitary areas shall be part of the onsite support staff.

Air Quality Program Support.

The contractor shall support the implementation and maintenance of an Air Quality Program that is compliant with DOE, federal, state, and local requirements. The term air is defined as: ambient air, indoor air, and source emissions. Services will include compliance provisions of the Clean Air Act and the following:

- a. Obtain and maintain necessary permits. The contractor shall support DOE efforts to obtain and maintain necessary air emissions permits from the States of Pennsylvania and West Virginia for the facilities as a whole or for individual on-site projects, as required by law or deemed appropriate by DOE. The contractor shall collate and analyze information, fill out forms, and provide technical expertise for air dispersion modeling to support permit requirements. The contractor shall provide administrative support and technical expertise to conduct public meetings associated with permit issuance;
- b. operate, maintain, and calibrate the meteorological towers. The contractor shall operate, maintain, and calibrate meteorological towers so that the individual components are functional and accurate. The contractor shall propose a reasonable estimate to repair or replace defective instruments and effect minor repairs to the towers and elevators based on recent site history. The contractor shall report expenditures against this estimate in the Monthly Status Report for

the SOPSS contract. The contractor shall receive approval from the Contracting Officer before incurring costs in excess of the planned costs for repairs to instrumentation and site meteorological towers. The contractor shall integrate the raw data readout into the computer system so that the data are available remotely for emergency operations use. The contractor shall distribute data on a monthly basis to the NETL Air Program Managers and archive the data according to DOE records management schedules;

- c. perform air monitoring. The contractor shall perform point source emissions monitoring - including opacity monitoring, ambient air monitoring, indoor air monitoring, and fugitive emissions monitoring as required by permit or by federal, state or local regulations. The contractor shall collect, collate, and interpret the data on a schedule as required by the applicable regulatory agencies in Pennsylvania (Allegheny County Health Department and State Department of Environmental Protection) and West Virginia (State Department of Environmental Protection);
- d. document air surveillance and air emissions inventory. The contractor shall collect, collate, and document air monitoring results (where available) and air emission projections or calculations for inclusion in NETL's air emission inventory; the contractor shall generate information in order to meet Allegheny County's annual reporting requirements; the contractor shall prepare the annual air emissions inventories for both NETL sites;
- e. conduct dispersion modeling for emergency response planning activities. The contractor shall provide technical expertise to operate both ARCHIE and CAMEO air modeling programs (or equivalent modeling programs), and provide dispersion modeling expertise to support emergency response operations;
- f. provide indoor air quality monitoring and consulting services. The contractor shall monitor indoor air quality and interpret results in response to complaints or concerns and provide recommendations for corrective actions, and
- g. track and maintain inventories of ozone-depleting substances at NETL. The contractor shall maintain inventories and track the location and ultimate disposition of ozone-depleting substances at the NETL facilities.

Water Quality Program Support.

The contractor shall support the implementation and maintenance of a Water Quality Program that is compliant with federal, state, and local statutory requirements. The term water includes: groundwater, surface water, storm water, and industrial and municipal wastewater. Services will include compliance provisions of the Clean Water

Act, the Pennsylvania Clean Streams Law, and the following:

- a. obtain and maintain permits. The contractor shall support the facilities' permitting processes, including those required by the Pennsylvania and West Virginia Departments/Divisions of Environmental Protection, Peasant Hills Industrial Sewer Use Permit Program and the Morgantown, West Virginia Industrial Waste Ordinance as administered by the Morgantown Utility Board.
- b. update Spill Prevention, Control, and Countermeasure (SPCC) Plans and Preparedness, Prevention, and Contingency (PPC) Plans. The contractor shall collect and collate information for the SPCC Plan (NETL-PGH and NETL-MGN) and the PPC Plan (NETL-PGH), and prepare updated reports;
- c. update storm water pollution prevention plans (NETL-PGH and NETL-MGN) and West Virginia groundwater protection plans (NETL-MGN). The contractor shall collect and collate information for these plans, and prepare updated reports;
- d. perform surface water management activities. The contractor shall perform surface water and sediment monitoring, and institute management practices eliminating or minimizing surface water and sediment quality impacts, as needed. The contractor shall collect, analyze, and interpret data. The contractor shall maintain and calibrate remote monitoring systems as needed, and shall propose a reasonable estimate to repair or replace defective instruments based on recent site history. The contractor shall report expenditures against this estimate in the Monthly Status Report for the SOPSS contract. The contractor shall receive approval from the Contracting Officer before incurring costs in excess of the planned costs for repairs to surface water monitoring instrumentation;
- e. perform groundwater monitoring and well maintenance as required by federal, state, or local regulation. Subject to regulatory requirements, the contractor shall perform groundwater monitoring and well maintenance according to an annual plan. The contractor shall annually update this monitoring and maintenance plan which includes a schedule and method for sampling and analyzing groundwater at each site as required by permit or by federal, state, or local regulation. Updated information on aquifers and site geology for application to the monitoring program will also be included. The contractor shall download data into a Geographical Information System (GIS) to represent the sites' geology and groundwater quality variations. The contractor shall provide statistical analysis of the groundwater quality trends as part of the annual updated groundwater report;
- f. perform storm water monitoring. The contractor shall perform storm water monitoring and analysis as required by the National Pollutant Discharge Elimination System (NPDES) storm water monitoring requirements, permits, and

associated QA/QC and prepare discharge monitoring reports (DMRs for NETL. The contractor shall update NETL's storm water monitoring plan as required;

- g. perform industrial wastewater monitoring. The contractor shall sample and analyze industrial wastewater as required by the NPDES pretreatment regulations, the Pleasant Hills, Pennsylvania Industrial Sewer Use Permit Program, and the Morgantown Industrial Waste Ordinance.
- hl. manage storage tanks. The contractor shall implement a storage tank management plan, that will contain, but is not limited to, the following elements: storage tank inventory, regulatory compliance, periodic tightness testing, and coordinating fuel deliveries to the facilities;
- i. perform *Legionella* monitoring. The contractor shall implement a *Legionella* monitoring plan through a sampling schedule in accordance with the plan, and
- j. perform analytical analyses on samples collected. The contractor shall perform analytical analyses (through subcontracts) in support of the Water Quality Program. Appropriate QA/QC procedures shall be implemented. Sample collection and analyses shall be limited to that required by federal, state, or local regulations only unless specifically directed to do otherwise by the DOE Task Manager with the prior approval of the Contracting Officer.

Waste Minimization and Pollution Prevention Program Support.

The contractor shall assist in the implementation of NETL's Waste Minimization and Pollution Prevention Program in accordance with DOE requirements by:

- a. compiling data on a quarterly basis to support NETL's annual waste minimization and pollution prevention report. The contractor shall provide information to support the generation of the annual Pennsylvania Act 101 recycling report and collect and compile information for NETL's waste minimization report in a format specified by DOE;
- b. implementing waste minimization and pollution prevention initiatives, and
- c. conducting pollution prevention opportunity assessments. The contractor shall review the waste streams for NETL on-site projects for chemical use and advise project leaders if there is a less hazardous substitute or minimization opportunity available.

Annual Site Environmental Report Support.

The contractor shall assist NETL in updating its annual site environmental report by providing and analyzing environmental monitoring and surveillance information and data

obtained through the above environmental support programs. Support provided shall be secondary to the completion of all task requirements driven by federal, state, or local regulations and subject to the availability of resources.

Environmental Data Analyses.

The contractor shall provide geographic information system (GIS) management, analysis, and modeling services in support of NETL's on-site and off-site environmental programs. As requested, the contractor shall provide: generation of spatial information into GIS databases; research, retrieval, and formatting of existing data; geographical analyses of data; generation of geo-referencing information; modeling, analysis, and display of data; tracking of the effectiveness of remedial actions; generation of maps and other graphical outputs; manipulation and conversion of existing data from various sources as necessary; development of initial sampling strategies in support of eventual data analyses; and acquiring and analyzing of geophysical and remote sensing data. The contractor shall collect and deliver performance indicators to NETL (typically hazardous waste quantity, regulated liquid effluents, air emissions, and reportable occurrences) on a quarterly basis. Additionally the contractor shall track/collect data and prepare a waste table that will include all wastes generated/disposed of by NETL (hazardous, nonhazardous, medical, residual, etc.). This waste table will be delivered to NETL on a quarterly basis.

Core Crosscutting Services

The contractor shall provide crosscutting personnel and expertise to provide services that support the major comprehensive risk management programs and activities. These include the following activities:

- a. providing technical and consultation support necessary to coordinate federal and multiple contractor participation in the following programs and activities: Integrated Safety Management, ISO 14001 (e.g., implementation and corrective action), NETL's Emergency Response Organization, Occurrence Reporting, Accident Investigation, Medical Surveillance, Training, Recordkeeping, and File Management;
- b. providing information to DOE for inclusion in the following NETL databases or systems: assessments (e.g., audits and inspections) database, ES&H centralized files, ES&H training files; ES&H training surveys, SARS files, and regulatory database;
- c. providing quality assurance and quality control support to NETL's ES&H programs;
- d. collecting and analyzing ES&H contract performance measures (as outlined in contract language and DOE annual plans); and

- e. developing and implementing updated contractor ISM plans, including reporting against milestones and contractor-generated performance measures.

Core On-site Corrective Action Services

The contractor shall conduct on-site corrective actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews. These on-site corrective actions are limited to those processes that involve administrative controls or administrative changes, including directives revision.

The contractor shall review the combined NETL directives to ensure that they reflect the current site practices, DOE orders, and regulatory requirements. The contractor shall assist in revising the NETL's directives to reflect altered site practices, new or changed responsibilities of individuals, new requirements or regulations, or quality assurance measures. The contractor shall assist in revising or developing NETL directives as new, merged site standards are adopted.

Support ISO-14001/EMS Certification Initiatives and Internal Audits.

The contractor shall support NETL's efforts to attain certification of its Environmental Management System (EMS) under ISO 14001, and shall participate in NETL's internal audits and assessments. Support activities shall include:

- a. Participating in planning and closeout meetings for four (4) quarterly audits per year.
- b. Conducting up to thirty-two (32) audits during the fiscal year.
- c. Participating, as a party being audited, in up to eight (8) audits during the fiscal year.
- d. Assist in identification and implementation of ISO aspects, targets, objectives, and EMPs (environmental management plans).

NEPA (National Environmental Policy Act) Support

The contractor shall assist in the preparation of documents supporting National Environmental Policy Act (NEPA) compliance, such as Environmental Assessments, Environmental Impact Statements, Records of Decision, Findings of No Significant Impact, Mitigation Action Plans, and other related documents.

- a. Coordinate and support public scoping meetings, public hearings, and other forums; Provide consultation support with respect to the interpretation and application of federal, state, local and international environmental laws and regulations (e.g., Clean Air Act, Clean Water Act, Comprehensive Environmental Response Compensation and

Liability Act, Resource Conservation and Recovery Act, Toxic Substances Control Act, Federal Facilities Compliance Act, etc.);

b. Conduct cumulative environmental impact and risk analyses for a wide variety of regional and national interests such as mining, chemical, oil and gas, nuclear, agribusiness, manufacturing, recreation, etc.

c. Perform analyses relating to environmental issues, including the impact of proposed and existing legislation; identify the potential impact of pending and projected regulations relating to, among others: acid rain control, global warming, waste management, technology deployment, clean water, and groundwater contamination; review the potential impact of such legislation as the Alternative Fuels Act and the related developing fuels such as methanol-fueled vehicles; and prepare background analyses and comments on proposed environmental standards;

d. Assist in the preparation of environmental analyses; assess potential market size; conduct background studies required for the preparation of planning documents; and review and comment on environmental analyses prepared by others.

Sub-Task Specific Deliverables

The following table contains the deliverables associated with the Subtask

<u>Title of Deliverable</u>	<u>Format</u>	<u>Frequency</u>
Air emissions inventories (Pgh/Mgn)	Report	Annual
State air emission permit	Permit	As required
Ozone-depleting substances inventory	Report	Annual
Allegheny County's air emissions report	Report	Annual
NPDES permits	Permit	Periodic renewal

<u>Title of Deliverable</u>	<u>Format</u>	<u>Frequency</u>
Pleasant Hills Authority permits & Morgantown Utility Board	Permit	Periodic renewal
Industrial water (MUB, Pleasant Hills Sewer Use) discharge monitoring reports	Reports	As required
NPDES storm water discharge monitoring reports	Reports	As required
Industrial wastewater report - Pleasant Hills	Report	Annual
Site drainage dye testing	Input to database	As required
<i>Legionella</i> monitoring reports	Reports	Quarterly
SPCC plan	Updated plan	Triennially, and as needed
plan	Updated plan	Annually, and as needed
Groundwater monitoring reports	Reports	Annually
Groundwater monitoring plan	Updated plan	Annually or as required
Storm water pollution prevention plan	Updated plan	As required
West Virginia groundwater protection plan	Updated plan	Annually

<u>Title of Deliverable</u>	<u>Format</u>	<u>Frequency</u>
Waste minimization and pollution prevention report	Report	Annually
Pennsylvania Act 101 recycling report	Report	Annually
Annual site environmental report	Information for inclusion in the ASER, which will be updated by DOE.	Annually
ES&H training	Attendance lists, training plans	As needed per the DOE reviewed plans, most mandatory ES&H training requires annual refreshers plus new employee training, training for new assignments
Analyses results	Reports	Per analysis, as needed
Directives review and generation	Plans and procedures - new or updates	Annually or as needed
Other inspection and assessment results	Information/audit reports	As requested
Waste Tracking Table	Database	Quarterly
Weekly update reports	Reports	Weekly

Directives review and generation	Plans and procedures - new or updates	Annually or as needed
Other inspection and assessment results	Information/audit reports	As requested
Contract performance measures	Summary	Quarterly
Updated ISM plan	Plan	At least annually, or as needed
ISM plan's milestones and contractor-generated performance measures	Report	As required by plan
Aspects, Targets, Objectives, EMPs	Information, implementation of EMP milestones	As required per NETL aspects.
Audit findings	audit completion checklist	quarterly, as scheduled by DOE Lead Auditor

Anticipated Environmental Sampling and Analysis
Morgantown Site - Clarifier Morgantown Utility Board
Morgantown Site - Stormwater Monitoring – NPDES
Morgantown Site - Pond 005 Groundwater monitoring
Pittsburgh Site - NETL/NIOSH Agreement for NPDES Permit
Pittsburgh Site - Pleasant Hills Authority (PHA) Pretreatment Permit – WWTF
Pittsburgh Site - Groundwater Monitoring for Tank Closure Agreement Pittsburgh Site - Stormwater Monitoring – NPDES

Both Sites - miscellaneous media - Risk-based environmental sampling
Both Sites - Legionella Sampling and Analysis
Both Sites - Limited Sampling and Analysis associated with NETL's Environmental Aspects (e.g., air toxics.)

Core Hazardous Waste Compliance and Consultation Services

Contractor shall assist in the implementation and maintenance of programs that support NETL's hazardous waste management program. Contractor shall update, as necessary, any of these programs to meet regulatory requirements and/or best management practices.

Hazardous Waste Management Program Support.

Contractor shall assist in the implementation and maintenance of the NETL hazardous waste management program in accordance with federal, state, and local requirements by:

- a. operating and maintaining NETL's Chemical and Waste Handling Facilities (Chemical Handling Facility [NETL-PGH] and Building-33 [NETL-MGN]). Contractor shall maintain a safe working environment in these facilities. Contractor shall maintain a waste materials inventory, including accumulation date and material characterization and identification information, perform inspections of materials received, and ensure that employees and subcontractors have received the necessary training to work safely in these facilities and the necessary training to abide by all environmental regulations and transportation regulations. Contractor shall prepare the hazardous waste manifests and land disposal restriction documents, and archive the documentation according to DOE record management schedules. Contractor shall obtain chemical analyses where needed or requested to determine chemical identity for classification as a hazardous or regulated substance. Contractor shall ensure that all hazardous wastes are properly packaged and labeled prior to shipping for disposal. Contractor shall arrange (through subcontract) for the shipment of hazardous and regulated substances to appropriate treatment, storage, and disposal facilities. Note: the requirements in this paragraph apply to all hazardous or regulated substances generated at the NETL site, regardless of the generator;
- b. collecting wastes from laboratory and process areas on a regular schedule and as requested by DOE. Contractor shall collect laboratory and process wastes from points of

generation or satellite accumulation areas. Contractor shall ensure wastes are properly labeled, stored, and packaged. Contractor shall ensure the safe transport of the wastes around the site;

- c. providing information and completing forms required for reporting to regulatory agencies;
- d. developing and generating required regulatory hazardous waste/materials reports in compliance with federal, state, and local regulations;
- e. providing reviews of NETL's waste streams to ensure that NETL remains compliant with federal, state, and local hazardous waste regulations and retains the ability to safely handle and accumulate the wastes created on the site, and
- f. providing consultation support for audits and inspections.
- g. purchase supplies as needed for maintenance of the subtask relating to hazardous waste and safety. See paragraph below entitled “equipment & supplies purchases” for specifics.

Deliverables

<u>Title of Deliverable</u>	<u>Format</u>	<u>Frequency</u>
Materials/waste inventory	Updated inventory list	Updated as needed
Summary hazardous waste biennial reports	Reports to federal and state	Biennial
PA Waste Residual Summary Report	Reports	Periodic
Waste manifests	Reports	As needed (most likely on quarterly basis)

<u>Title of Deliverable</u>	<u>Format</u>	<u>Frequency</u>
ES&H training	Attendance lists, training plans	As needed per the DOE reviewed plans, most mandatory ES&H training requires annual refreshers plus new employee training, training for new assignments
Analyses results	Reports	Per analysis, as needed
Directives review and generation	Plans and procedures - new or updates	Annually or as needed
Other inspection and assessment results	Information/audit reports	As requested
Weekly update reports	Reports	Weekly

Core Industrial Hygiene and Occupational Medicine Compliance and Consultation Services

The contractor shall provide expertise for the broad category of industrial hygiene and occupational medical support services for the facilities. This activity includes program implementation and maintenance, such as:

Ergonomics Support.

The contractor shall assist in the implementation and maintenance of NETL's ergonomics program. Ergonomics program activities include but are not limited to the following:

- a. Implementing and maintaining a back injury prevention and safe lifting program. Elements of this program shall include education, work site evaluation and analysis, training, and record keeping. Work site evaluations and analyses shall be scheduled and conducted on a risk-based, resource-available basis. The contractor shall plan to conduct up to eight (8) training sessions on back injury prevention for site employees or work groups during any fiscal year.
- b. Developing specifications or recommendations for ergonomically-related equipment as

corrective action. The contractor shall ensure that corrective action is accomplished for workstations and work practices so that repetitive stress is reduced;

- c. Providing expert consultation services for office and industrial workstation evaluations, including focused education and training, and
- d. Preparing a finding and corrective action report for each workstation evaluation. The contractor shall use an evaluation form to record evaluation findings and to track corrective actions. The contractor shall plan on conducting no more than one hundred (100) ergonomic evaluations during any fiscal year.
- e. Maintain the ergonomics database that tracks employee requests, procurements made for ergonomics and corrective actions through database entries.

Personnel Exposure and Workplace Monitoring Support.

The contractor shall assist in performing personnel exposure and workplace environment monitoring. The contractor shall assist in maintaining and calibrating personal monitoring equipment and supplying personal monitoring equipment to personnel working in environments where there are potential exposures to noise, radiation, chemicals, and other personal safety hazards. Exposure and workplace monitoring shall include measurement of the following:

- a. Noise. The contractor shall provide personnel noise exposure and workplace environment monitoring to ensure that employees are properly entered into the hearing conservation program, and that no employee is exposed to noise levels above the OSHA permissible limits;
- b. Chemicals. The contractor shall provide personnel and workplace environment monitoring to ensure that employees are properly entered into NETL's medical surveillance program, and that no employee is exposed to unsafe occupational levels of unregulated chemicals per consensus standards or regulated chemicals per OSHA regulations, ACGIH guidelines, or NIOSH recommendations;
- c. Asbestos. The contractor shall perform personnel and workplace environmental monitoring to ensure that employees are properly entered into the medical surveillance program, and that no employee is exposed to unsafe airborne levels of asbestos per OSHA standards;
- d. Reproductive hazards. The contractor shall perform personnel and workplace environmental monitoring to ensure that employees are properly entered into the medical surveillance program and to ensure that no employee is exposed to unsafe levels of reproductive hazards. And,
- e. Construction activities. The contractor shall conduct sampling and analysis of lead,

asbestos, and other potentially hazardous materials related to construction activities in order to assess worker exposure.

Ventilation Support.

The contractor shall support laboratory and process engineering functions by performing exhaust ventilation surveys. This task includes the following:

- a. Performing face velocity or other measurements on existing and new hoods before their use (at least annually to coincide with SARS assessment date). The contractor shall perform velocity measurements on up to 235 existing and new hoods to assess compliance with NETL policy regarding face flow velocities with relation to the type of chemical used in the hood or process performed there. The contractor shall alert the responsible DOE representative and project personnel to deficiencies in hood performance and tag out noncompliant hoods;
- b. Assessing performance of ventilation flow alarm systems in each fume hood and hazard control ventilation system (at least annually);
- c. Assessing performance of local ventilation systems and devices for compliance with DOE determinations for proper performance level and alerting the designated DOE representative to any deficiencies. The contractor shall provide expert consultation and assistance to correct deficiencies, and
- d. Supporting the design of new or modified ventilation systems.

Personal Protective Equipment (PPE) Support.

The contractor shall support DOE requirements for PPE through the following activities:

- a. Fit testing respirators. The contractor shall provide respirator fit testing services to employees who must wear respiratory protection equipment for performing their jobs or as a part of the emergency response team. During fiscal year 03, the contractor shall plan on providing fit testing to up to seventy-five (75) employees;
- b. Identifying processes or tasks that require PPE. The contractor shall provide expertise to conduct PPE hazards assessment and to identify processes and tasks that require PPE. The contractor shall provide specifications for PPE that are compliant with OSHA regulations or consensus standards for use, materials, and construction. During any fiscal year, the contractor shall plan to conduct or participate in up to one hundred (100) PPE hazard assessments.
- c. Maintaining PPE equipment, including cleaning, and

- d. Dispensing and controlling general PPE, including ear plugs and non-prescription safety glasses.

Medical, Occupational Health, and Wellness Program Support.

The contractor shall provide medical, occupational health, and wellness program support to NETL, including but not limited to the following elements:

- a. Providing licensed physicians and registered nurses support to operate the site Occupational Health Units (OHUs). Hours of operations shall be set in consultation with the DOE Task Manager subject to the availability of resources, and shall be approved by the DOE Contracting Officer.;
- b. Providing physician subscribed standing orders for registered nurses;
- c. Maintaining employee records in confidence according to regulations;
- d. Performing mandatory comprehensive medical examinations and counseling. This service shall be applied to all NETL employees (e.g., employees having a federal identification badge and spending in excess of 50 percent of their work time on the NETL site) whose work and potential job place exposures mandate their inclusion in the NETL medical surveillance monitoring program. This group will include: hazmat technicians, project technicians, facilities technicians, affected grounds and janitorial staff, field engineers, and ES&H personnel. The contractor shall plan on conducting a maximum of 450 physical examinations under NETL's mandatory medical surveillance program during any fiscal year. These examinations shall include the offering of PSA tests for men and PAP smears for women. Non-mandatory physicals (i.e., voluntary physicals for qualified employees not included in NETL's medical surveillance program) will be offered and accommodated on a first-come, first-served basis as resources allow. Voluntary physicals may be "bumped" to accommodate mandatory physicals or emergency response activities.
- e. Managing a hearing conservation program;
- f. Providing medical referral service;
- g. Providing first aid and emergency care subject to resource limitations.
- h. Providing personnel to participate in the NETL's emergency response program as emergency medical responders and as official providers of patient medical history if an employee must be transported;
- i. Providing transport to off-site medical facilities (for minor injuries);

- j. Providing information about the Employee Assistance Program process (explanation of how it works, phone number, etc.);
- k. Providing and administering immunizations and other injections subject to resource availability;
- l. Providing a link with industrial hygiene services to integrate industrial hygiene monitoring results with medical care;
- m. Providing medical surveillance through monitoring job tasks, physical evaluations, and conducting workstation visits subject to resource availability;
- n. Providing professional consultation to the ergonomics program evaluators and employees with occupational cumulative trauma;
- o. Providing fitness assessments for employees entering positions within the emergency response organization for which medical surveillance is a regulatory requirement;
- p. Providing fitness assessments for employees whose jobs require medical surveillance or whose jobs will require physical exertion, such as respirator use or climbing;
- q. Providing training support to industrial hygiene personnel for programs such as hearing conservation;
- r. Providing training for the bloodborne pathogens program;
- s. Providing elements of a wellness educational program that include smoking cessation, general health, exercise and nutrition advice, and preventive health measures, seat belt safety, first aid and CPR;
- t. Providing flu shots annually, and
- u. Maintaining medical equipment.

Radiation Monitoring Support.

The contractor shall provide radiation monitoring (ionizing and non-ionizing) and radiation protection support. The contractor shall assess the risks/impact to human health based on exposure monitoring results. The contractor's support shall include the following:

- a. Conducting leak testing of radiation sources;
- b. Performing dosimetry calculations;

- c. Conducting exposure monitoring and record keeping; and
- d. Conducting microwave leak/field strength monitoring (periodically).

Chemical Hygiene and Chemical Inventory Program Support.

The contractor shall assist in the implementation and maintenance of programs that support the sites' chemical hygiene and inventory programs. Support of this program will include, but is not limited to, the following:

- a. Maintaining the sites' chemical inventory (including stored chemicals in Buildings 64 and 92). The contractor shall maintain the overall chemical inventory of the sites' chemicals using the FACTS database by Quantum for chemical locations and quantities. A Chemical Inventory and MSDS Manager will be assigned for the MGN site (according to NETL Procedure 440.1-2 -- NETL Chemical Inventory and SARA Title III Reporting Procedure for duties of the Chemical Inventory and MSDS Manager as well as NETL's chemical inventory process). The contractor shall list and track the reproductive hazards on both sites;
- b. Inspecting NETL's gas cylinder storage facilities. The contractor shall inspect the gas cylinders for signage, leaks, and damage on a schedule determined by DOE;
- c. Providing expert consultation for materials covered by the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), and collecting MSDSs for all materials (e.g., pesticides) to be used at NETL;
- d. Providing expertise and consultation services, especially to on-site researchers. The contractor shall provide expertise and consultation services related to the use of personal protective equipment and provide environment, safety, and health (ES&H) training for NETL employees before they start new assignments with new potential risks, new employees when they begin work at NETL, and temporary contractors before they begin work, and
- e. Receiving, shipping, and dispensing chemicals and samples. The contractor shall provide for chemical receiving, shipping, and dispensing services for NETL's chemical users.
- f. Provide a chemical inventory list to PIs/RPs for their individual work areas, as requested;
- g. Serving as ES&H Representative for up to fifty (50) NETL R&D projects currently permitted at NETL. ES&H Representative duties shall be as defined in NETL Procedure 421.1-1A R&D Safety Analysis and Review System, and may be expected to include participating in an annual SARS inspection and providing limited technical consultation support to the project RP or Technical Lead in matters related to compliance with SARS permit requirements.

- h. Provide support in sampling, characterizing, permitting, and general oversight in the asbestos program.

Hazards Communication (HAZCOM) Program Support.

The contractor shall provide support to NETL's chemical hygiene officers and chemical hygiene inspectors to maintain compliance with HAZCOM requirements by:

- a. Providing consultation and assessment services for safe chemical use, handling, and storage;
- b. Estimating exposure risk;
- c. Recommending and implementing mitigating actions based on exposure risk;
- d. Providing site-wide HAZCOM training;
- e. Providing support to line managers in their delivery of work-specific HAZCOM training,
- f. Implementing NETL's ES&H-related sign, label, and identifier requirements.
- g. Collecting and maintaining Material Safety Data Sheets (MSDS) for on-site chemicals. In MGN, through assignment of a Chemical Inventory and MSDS Manager, The contractor shall collect MSDSs for all new chemicals. The contractor will maintain a library (hard copies) and database (electronic copies) of MSDSs and have them available upon request to all employees and NETL's Emergency Response Organization. Please see NETL Procedure 440.1-1 for the duties of the Chemical Inventory and MSDS Manager and the process for attaining and maintaining MSDS for the NETL site;
- h. Compiling a list of regulated chemicals for Emergency Planning and Community Right-to-know Act (EPCRA) reporting. The contractor shall complete the forms and documentation necessary for compliance with EPCRA by completing the Superfund Amendments and Reauthorization Act (SARA) Tier II forms.
- i. Provide expert service in the writing of MSDSs for chemical products/materials produced on site that are determined (by CHO or CIMM) to require an MSDS. In some cases obtaining a copy of an appropriate MSDS, as described in 'j', below, can preclude the need to write a new MSDS.
- j. Obtain (by internet search, contacting the chemical's producer, or other means) MSDSs requested by NETL employees for chemicals and chemical products that are on site without an MSDS. This includes chemicals that are delivered without the MSDS, 'found' chemicals that have been on site but do not have an MSDS, and chemicals

produced on site that are identical in nature and characteristics to a product that already have an MSDS.

Safety and Health Directives.

The contractor shall support the process of merging and revising NETL's safety and health directives (e.g., orders, operating plans, and procedures). This support shall include generating sections of these directives and reviewing directives. In addition, the contractor shall recommend changes to these directives based on site condition or regulatory changes. The contractor may assume that support requirements for fiscal year 03 will follow historic levels.

Support ISO-14001/EMS Certification Initiatives and Internal Audits.

The contractor shall support NETL's efforts to attain certification of its Environmental Management System (EMS) under ISO 14001, and shall participate in NETL's internal audits and assessments. Support activities shall include:

- a. Participating in planning and closeout meetings for four (4) quarterly audits.
- b. Conducting up to eight (8) audits during fiscal year 03.
- c. Participating, as a party being audited, in up to eight (8) audits during fiscal year 03.
- d. Monitoring air emissions from fume hood stacks in support of Environmental Management Action Plan No. 5 Air Emissions - Objective 5.4 - Reduce Air Emissions of Toxic Compounds. The contractor shall conduct monitoring of up to four (4) hood stacks for emissions of toxic compounds in fiscal year 03. Additionally, a quality assurance sample shall be conducted.
- e. Maintaining Environmental Management Action Plan No. 9 - Off-site Noise Generated Onsite - Objective 9.1 Reduce "Fence Line" Noise Attributable to NETL Operations. The contractor shall conduct "fence line" or area noise monitoring for up to 2 "high noise" events at each site during fiscal year 03.

Sub-Task Specific Deliverables

<u>Title of Deliverable</u>	<u>Format</u>	<u>Frequency</u>
ES&H training	Attendance lists, training plans	As needed per the DOE reviewed plans, most mandatory ES&H training requires annual refreshers plus new employee training, training for new assignments
Analyses	Reports	Per analysis, as needed
Directives review and generation	Plans and procedures - new or updates	Annually or as needed
Other inspection and assessment results	Information/audit reports	As requested
Workstation evaluation findings report	Reports	As needed, per evaluation request
Exposure monitoring reports	Reports	Per exposure, as requested per category (for example, noise, indoor air, dosimetry)
Ventilation assessments (hoods, local, facility)	Initial/date inspection labels on hoods; report for other assessments or hood deficiencies	Annually per assessment schedule, others upon request
Personal protective equipment (PPE) hazards assessment	Assessments	Per project/person, as needed

<u>Title of Deliverable</u>	<u>Format</u>	<u>Frequency</u>
Medical records	Medical surveillance, exam reports and results; assessment for respirator use fitness; EP participation	Per employee, annually, as applicable
Radiation monitoring	Report	Leak testing results -- as required
SARA Tier II Requirement	Letter and Report for DOE signatures sent to States of Pennsylvania and West Virginia, local fire departments, and local emergency planning centers	Annually
Chemical Inventory	Updated database	Weekly updates to database
MSDS Library	Updated Database	Weekly updates to database
Chemical Inventory	Chemical Inventory Lists to PIs & RPs	Per Request
MSDS copies	Electronic copies for database, printouts for library and requestor	per request
New MSDS	written MSDS for chemicals produced on site	per request
Weekly update reports	Reports	Weekly

Safety and ES&H Training Compliance and Consultation Services

The contractor shall assist in the implementation and maintenance of NETL programs under the broad category of safety support and services, including expertise in safety

evaluations to cover the NETL Pittsburgh (PGH) and NETL Morgantown (MGN) sites (including the Research Ridge leased facility adjacent to the NETL-MGN site).

Emergency Preparedness and Response Program Support.

The contractor shall assist in the implementation and maintenance of NETL's emergency preparedness and response program according to 29 CFR 1910.120, other related CFR's referenced in NETL's standards database, the DOE Order 151.1 Emergency Management System, applicable portions of the implementation guide, and NETL directives. Elements of the program shall include, but are not limited to, the following:

- a. conducting drills and exercises. The contractor shall develop and execute two emergency response training drills (which can include table top drills) per year per facility to provide training and practice for the scene emergency response team and management emergency response team, and develop and execute one annual independently evaluated integrated exercise per facility designed to encompass all sectors of the emergency response organization (ERO) and off-site response organizations. The contractor shall participate, as needed, in community emergency response planning activities including evaluating or observing community exercises. The contractor shall conduct (at a minimum) quarterly communications drills of emergency response communications equipment;
- b. providing emergency response training. The contractor shall conduct annual general training for employees (non-ERO) through computer-based training, position-specific training as new personnel accept ERO positions, incident commander training, fire warden training, and refresher training annually for members of the ERO. The contractor shall provide HAZWOPER training for new ERO members, as required by their roles. The contractor shall provide HAZWOPER refresher training as required for ERO personnel and other site employees as required by their jobs functions. The contractor shall keep records of the certifications and resumes of HAZWOPER instructors. The contractor shall provide monthly training for the HAZMAT/Rescue team and provide in-service training for members of the medical team, according to State laws, -and first responders recertification maintenance. The contractor shall provide HAZMAT training annually to meet the requirements for certification and refresher training. This training shall be scheduled through the site Emergency Response Program Manager (ERPM) and may be varied to address site specific hazards such as hazardous materials and rescue tasks. The training shall ensure that regulatory requirements such as blood borne pathogens and confined space rescue are met. The contractor shall support outreach activities by providing orientations of the site and/or organizational structure to off-site response agencies as required by DOE and 29CFR1910.36 and

29CFR1910.120 requirements. These orientations shall address the needs of the off-site responders including areas such as confined-space requirements;

- c. staffing and maintaining the Emergency Operations Center (EOC) and the materials kept at the backup EOC;
- d. providing staff to NETL's Emergency Response Organization (ERO). The contractor shall contribute staffing in the ERO to help ensure response protection for both facilities, according to the sites' emergency response plans. The contractor shall maintain lists of minimum staffing needed to effectively operate the ERO, monitor those staffing levels and provide DOE with any concerns or needed actions related to staffing;
- e. conducting annual fire drills. The contractor shall conduct fire drills according to the DOE-approved schedule. The drills shall include evacuation of employees from the buildings and trailers, in discrete groups. The contractor shall ensure that the accountability system is checked during the drills, alarm system operations are verified, critiques are generated based on performance, and shall perform corrective action to maintain a functional system. At least one drill shall be performed at other than normal business hours to ensure that all personnel know evacuation procedures and that a feasible accountability system can be operated at reduced manpower support levels;
- f. providing for a system of accountability for employees and visitors in conjunction with the security procedures. The contractor shall maintain evacuation plans and assembly areas. The contractor shall provide personnel to maintain the system, including generation and dissemination of accountability lists, fire warden coverage (in part), fire warden training, and an active, accurate list of fire wardens; generation of and posting of evacuation zone and accountability maps that are posted in NETL buildings
- g. performing equipment management for the ERO. The contractor shall perform equipment management activities for the ERO, including keeping an active inventory, maintaining the equipment according to regulatory or consensus standards, ensuring that sufficient equipment and supplies are available to mitigate spills and leaks according to the findings of any hazards' assessment, ensuring that members of the ERO have appropriate personal protective equipment, providing equipment specifications and forwarding any equipment needs identified to DOE for purchase;
- h. preparing or submitting information for emergency response record keeping and reporting. The contractor shall compile information for the Emergency Readiness Assuredness Plan (ERAP). The contractor shall prepare and submit incident

reports for any response that involves a call out of ERO personnel beyond the Incident Evaluation Team, or that could have a public impact. The contractor shall provide data to support NETL metrics in the quarterly DOE HQ metric reports. The contractor shall revise, generate, and distribute the NETL emergency response phone book every six months. The contractor shall develop and maintain emergency response logs and records. The contractor shall be responsible for submitting findings from the communications drills, training drills, and annual evaluated exercise;

- i. providing support to the Emergency Response Program. The contractor shall develop, update and maintain hazard surveys and assessments of the NETL. The contractor shall provide day to day implementation support through activities such as fostering interaction with other parts of the ERO such as Security and the OHU;
- j. during normal duty hours, providing an on-scene commander and industrial hygienist at each site (NETL-MGN and NETL-PGH) to be available on-site for emergency response services and to support exposure monitoring, and
- k. during other-than-normal duty hours, providing an accessible on-scene commander(s) at each site (NETL-MGN and NETL-PGH) to be available for emergency response and other-than-normal operating conditions. The need for support of DOE in this area may vary in accordance with local site protocol and variations in the staff. Contractor should prepare to make 4 OSC's available in Pittsburgh concurrently due to team response approach needs at that site. Contractor should be prepared to support an incident command structure at Morgantown that rotates the primary OSC duty among the OSC's weekly. Other specialized positions include EOC Coordinator in Pittsburgh, technical advisors at both sites, and hazmat/rescue technicians, certified per regulation.

Fire Protection Program Support.

The contractor shall assist in the implementation and maintenance of a fire protection program. Elements of the fire protection program include, but are not limited to, the following:

- a. inspecting and testing, fire alarm, fire suppression systems (e.g., based on NFPA requirements). The contractor shall provide fire suppression systems inspection and testing services in accordance with DOE and NFPA requirements (potentially through subcontract) to ensure an operative system capable of protecting employees and property;
- b. inspecting and testing facility fire protection equipment. The contractor shall inspect fire protection equipment, including fire extinguishers, fire hydrants, fire doors, and fire hoses for signs that indicate the need for service, recharging,

resealing or maintenance. An inspection and test record shall be maintained by the contractor in accordance with established record keeping requirements;

- c. provide assistance in updating fire protection program plans. The contractor shall review and revise fire protection program plans annually to reflect current site practices, DOE, and regulatory requirements;
- d. providing technical reviews for life safety code compliance and fire protection facility feature and system modifications. The contractor shall provide expertise for technical reviews for life safety code requirements, compliance evaluations, and facility fire protection requirements;
- e. performing facility fire protection appraisals (as required). The contractor shall prepare facility fire protection appraisals for existing facilities according to the cycle established by DOE;
- f. preparing and making available pre-fire plans on an annual basis. The contractor shall prepare the NETL's pre-fire plans and make them available to DOE and to on-site personnel who may need to have them (e.g., emergency response personnel; site maintenance personnel), and
- g. conducting training. The contractor shall provide annual fire extinguisher and fire hose training. Educational materials shall be supplied to employees who are not in ERO positions. HAZMAT technicians and employees who serve on fire watches as part of the welding operations requirements shall be given annual hands-on fire extinguisher training. Level of effort for fire hose training shall be in accordance with site policy that NETL does not fight fires beyond the incipient stage and does not include fire fighting training.

R&D Safety Analysis Review System (SARS) Support.

The contractor shall provide expertise in support of NETL's SARS processes. The support shall include:

- a. providing cross-functional assistance and expert consultation, advisory, and facilitation services. The contractor shall provide expert consultation and facilitation support to the SARS efforts by serving as ES&H representatives under the NETL R&D SARS process (approximately 20 actions per year). ES&H representative's duties include coordinating and participating in and chemical hygiene and OSHA-type inspections for those actions assigned;
- b. providing independent assessor services. The contractor shall provide support in conducting the annual ES&H assessments required under NETL's R&D SARS

process (approximately 50 actions per year). ES&H assessors duties include performing chemical and OSHA-type inspections for those actions assigned, and

Support Operations Safety Analysis Review System (SARS) Support.

The contractor shall provide expertise in support of NETL's SARS processes. The support shall include:

- a. providing cross-functional assistance and expert consultation, advisory, and facilitation services. The contractor shall provide expert consultation and facilitation support to the SARS efforts by serving as ES&H representatives under the NETL Support Operations SARS process and the annual re-assessment of accuracy of reviews.
- b. reviewing work orders. The contractor shall upon request provide support in reviewing work orders to determine need for performing additional safety analysis reviews.

Facility Safety Analysis Review System (SARS) Support.

The contractor shall provide expertise in support of NETL's SARS processes. The support shall include:

- a. providing cross-functional assistance and expert consultation (including conducting new and annual chemical hygiene and OSHA-type inspections), advisory, and facilitation services;

Site Inspections Support.

The contractor shall provide various inspection services, including the following areas: ladders -- the contractor shall conduct safety inspections for ladders to ensure their integrity and fitness for safe use; cranes, portable hoist and associated portable lifting attachments, and elevators -- the contractor shall provide maintenance and safety inspections for cranes, portable hoists, slings and associated equipment, and elevators to ensure their integrity and fitness for safe use (through sub-contracts) and shall post any fitness-for-use certifications in the appropriate areas; eyewash stations and emergency showers -- the contractor shall provide for eyewash and emergency shower inspections to ensure that proper flow is maintained and that all units are operational and accessible; emergency lights -- the contractor shall perform testing of emergency light systems.

The contractor shall provide consultation support by accompanying line managers on ES&H line management inspections (two scheduled per month). The contractor shall provide support by entering findings into NETL's site inspection ES&H database (e.g., AIIIS database), generating corrective action recommendations, validating corrective

actions taken, assisting in the development of root cause analyses(when required), performing trending analyses, and generating reports.

The contractor shall administer NETL's AIIS (Assessment Information Input System), including providing training and documentation on the database, identifying opportunities for improvement, and ensuring adequacy and updating of core information in the database (e.g., standards cited).

Accident Investigations Support.

The contractor shall provide accident investigation support to DOE including:

- a. conducting investigations of motor vehicle accidents (and generating a formal report if over \$1,000 in damages);
- b. conducting investigations of employee injuries and accidents/incidents;
- c. investigating near misses and generating incident analyses;
- d. obtaining statements from witnesses and taking photographs of accident scenes;
- e. recording circumstances and extent of injuries;
- f. estimating cost of property damage,
- g. preparing a final report of findings,
- h. providing recommendations to correct unsafe and unhealthful conditions,
- i. assisting DOE in meeting OSHA reporting requirements as called out in 29 CFR 1904, 1910, and 1926, and
- j. assisting DOE in putting data into the CAIRS system.

Occurrence Reporting Support.

The contractor shall provide occurrence reports in accordance with DOE Orders. The occurrence-reporting task includes the following:

- a. entering the reports electronically via Personal Computer Occurrence Reporting and Processing System (PCORPS) into DOE Headquarters Occurrence Reporting and Processing System (ORPS);

- b. conducting identification, categorization, notification, ~~the~~ investigation and reporting of occurrences, performing causal analyses/root cause analyses as required, and providing corrective action recommendations;
- c. maintaining a database of all occurrence reports using the PCORPS database;
- d. maintaining the computer hardware necessary to use the ORPS database, and
- e. identifying and analyzing trends in occurrences through the ORPS database, and
- f. conducting and /or coordinating training for ORPS, causal factors, root cause analysis, etc.

General Safety Support.

The contractor shall provide personnel and expertise to support general safety programs, including, but not limited to the following:

- a. lock out/tag out. The contractor shall provide personnel and expertise to support the lock out/tag out program at the site, including training, assessments and maintaining the lockout distribution stations.
- b. confined space entry. The contractor shall provide personnel and expertise to support the confined space entry program at the site, including training, signature authority for entrants, distributing equipment for NETL employees, and qualified entrants and attendants to support other safety programs in confined space.
- c. fall protection. The contractor shall provide personnel and expertise to support the fall protection program, including distributing equipment for NETL employees and training.
- d. construction safety. The contractor shall provide personnel and expertise to support the construction safety program, including safety orientations for contractors working temporarily on the site, reviewing scopes of work and contractor safety plans, and conducting on site inspections.
- e. electrical safety. The contractor shall provide personnel and expertise to support the electrical safety program, including training.
- f. visitor, contractor, new employee safety. The contractor shall provide safety briefings/orientations for new employees, temporary or long-term contractors, and visitors. The contractor shall support NETL in providing personal protective equipment as required.

- g. workplace violence. The contractor shall provide support to DOE's workplace violence program. Support required would be similar to that for other safety program areas and would include training (specialized for the emergency response organization, managers, and general employees, including development of computer-based training modules), record keeping, and program participation. The contractor may be required to assist with development of forms and procedures.
- h. machine guards. The contractor shall provide support in the installation, maintenance, and inspection of machine guards.
- i. pressure vessel safety, including compressed gas safety. The contractor shall provide support to help ensure that safety related ASME and API requirements are being met.
- j. motor vehicle safety. The contractor shall provide support in implementing motor vehicle safety program, including seat-belt safety.
- k. heavy equipment operator licenses. The contractor shall maintain a licensing program for NETL operators who operate equipment, such as, but not limited to, forklifts, scissorlift, and front-end loaders.
- l. personal protective equipment (PPE). The contractor shall support the conducting of hazards analyses to determine the need for and type of PPE required.
- m. special project runs. The contractor shall provide, during other-than-normal duty hours, ES&H specialists during project runs or other activities for which special safety precautions would be required.
- n. ready access to CSP and CIH. The contractor shall provide ready access to a Certified Safety Professional (CSP) and a Certified Industrial Hygienist (CIH) to provide expertise, consultation, and assessment support for the various ES&H related programs and activities listed.
- o. provide support for portable monitoring and other equipment. Provide for control, calibration, and assure availability of portable monitoring and other equipment in support of confined space, fall protection, and emergency response programs. Equipment procurement, factory maintenance expenses, and calibration supply/material expenses are excluded from this task statement.

- p. provide support for ES&H training. The contractor shall provide support for the generation, review, delivery (as required), and evaluation of ES&H training through the ES&H specialists serving as Subject Matter Experts.

Safety Directives.

The contractor shall support the process of merging and revising NETL's safety directives (e.g., orders, operating plans, and procedures). This support shall include generating sections of these directives and reviewing directives. In addition, the contractor shall recommend changes to these directives based on site condition or regulatory changes.

Performance Measures and Injury/Illness Reporting Schedule.

The contractor shall collect and deliver NETL overall performance measures/indicators and generate injury/illness reports according to the following schedule.

Report Name	Required Content/Format	Frequency
CAIRS Report	Completed transmittal letter, 5484.3, and 5484.4	Quarterly
Individual Illness/Injury Report	Completed transmittal letter and 5484.3	Within 7 working days after occurrence of OSHA Recordable Injury
NETL Injury/Illness Report	Completed NETL Form 440.1-34/1	Within 3 working days after occurrence of Injury/Illness
Monthly OSHA Report to Senior Management	A brief description of all OSHA Recordable Injuries with Corrective Action Status for Contractors and DOE.	Monthly
Six Month OSHA Report	Number of OSHA Recordable Injuries/Illnesses (DOE and Contractor), number of lost workdays and restricted workdays, brief description of each OSHA Recordable Injury/Illness, and root cause analysis.	Semi-annual

Report Name	Required Content/Format	Frequency
NETL High Level Metrics (OSHA Statistics)	Total OSHA Recordable and Lost Workday Case Rates, OS&H Cost Index compared to prior year rates, external Industrial Standard, and DOE Rates.	Quarterly
NETL High Level Metrics (Functional Activity Comparisons)	Total OSHA Recordable and Lost Workday Case Rates, OS&H Cost Index for all NETL, R&D, and Site OPS compared to prior year rates, external Industrial Standard, and DOE Rates.	Quarterly
NETL High Level Metrics	Total OSHA Recordable and Lost Workday Case Rates, OS&H Cost Index and Reportable Releases. Show target of 10% lower than of previous 2 year period and DOE Average.	Annual
DOE-HQ Measures Report	OSHA Recordable Injury/Illness and Lost Workday Case Rates, Regulated Pollutants, Hazardous Waste Generated, and Reportable Occurrences.	Quarterly
DOE-ISM Measures Report	OSHA Recordable Case Rate and Occupational Safety and Health Cost Index.	Quarterly
NETL Quarterly Performance Report	Information required by FE to compute DOE Safety and Health Cost Index.	Quarterly
NETL Safety and Health Performance by Organization	Comparison of NETL Organizational OSHA Recordable Rates to applicable external DOE and BLS rates.	Annual

Report Name	Required Content/Format	Frequency
Trend Analysis for NETL Organizations	Trending covering two year period including general and specific causes of NETL injuries, organizational distribution, nature of injuries, and accident types.	Annual
DOE Annual Estimated Property Valuation	DOE Form 5484.4, Part B, Estimated Property Valuation.	Annual
OSHA 300 Log	As Specified on Log	Annual

ES&H Training

The contractor shall assist NETL in providing core ES&H training to on-site NETL employees. The contractor shall provide support in the generation and administration of the ES&H training program. Support shall include recordkeeping including paperwork and administration of the ES&H training system database. The contractor shall provide ES&H training reports such as the monthly report on DOE personnel, reports for the Support Operations SARS, and reports to management on training status and completion. The contractor shall support the development of training plans and lesson plans for the courses developed. The contractor shall provide support for the development of training and delivery by the various training platforms used to accomplish ES&H training including CBT, lecture/classroom, and toolbox talks.

The following table, based on historic information, is offered as an example of the recurrent training offered at NETL. In general, the training attendance will be for employees in specific jobs. Some exceptions are site-wide training, such as General Employee Emergency Response Training, HAZCOM training, waste minimization training, and fire extinguisher education.

The contractor shall develop and implement new Computer Based Training (CBT) modules during each fiscal year as directed by the sub-task COR. The contractor shall provide support for updating and implementing current CBT modules as required.

ES&H Training Schedule

Event	Delivery Method	Frequency
Automatic External Defibrillator (AED)	Lecture/Practice	Biannual
Bloodborne Pathogens	Lecture/Video	Annual
Chemical Hygiene	Lecture	As needed
Compressed Gas (See Welding/Hotwork - training combined with <i>Hotwork</i> segment)	Lecture Computer-Based Training	Triennial
Confined Space Entrant	Lecture/Practice/Pretest Computer-Based Training (Quiz)	Annual
ES&H for NETL Contracting Officer Representatives	Computer-Based Training	Upon new assignment
CPR	Lecture/Practice Computer-Based Training (Quiz)	Biannual
Detailed HazCom	Practice by Line Managers	As needed
Driver Safety	Video Lecture	As needed
Electrical Safety – General	Computer-Based Training	As directed
Electrical Safety – Technicians	Lecture Small groups	As needed
Fall Prevention	Lecture	As needed
Fire Extinguisher – Fire Wardens	Practice	Annual
Fire Prevention – All-Site	Handouts	Annual

First Aid	Lecture/Practice Computer-Based Training (Quiz)	Triennial
Forklift/Scissorlift	Lecture/Practice	Triennial
General Employee Emergency Response	Computer-Based Training	Annual
General Laboratory Safety	Video Workbook	New hire Job change
Hazard Analysis Recognition	Lecture	One time
HazCom	Computer-Based Training	Annual
HazWaste for Handlers	Lecture/Practice	Annual
HAZWOPER – Refresher	Mixed	Annual
Hearing Conservation	Computer-Based Training	Annual
Hoisting, Rigging & Crane	Lecture/Practice	Triennial
Integrated Safety Management I	Computer-Based Training	One time
Integrated Safety Management II	Computer-Based Training	One time
Laser Operator	Video Computer-Based Training	New hires Job change
Laser Safety Awareness	Video Lecture	New hires Job change
Lockout/Tagout	Lecture/Practice	As needed
New Hire Intro Training	Video/Lecture	New hires
Payloader & Heavy Equipment	Lecture/Practice	Annual
Personal Protective Equipment	Computer-Based Training	As needed
Radiation Safety	Lecture/Practice	As needed

RCRA for Lab & Process	Video/Lecture	As needed
Respiratory Protection	Computer-Based Training/Practice	Annual
Safe Lifting	Lecture	As needed
Self-Contained Breathing Apparatus	Lecture/Practice	As needed
Tool Safety	Purchase Videos	As needed
Waste Minimization /Recycling /HazWaste Overview	Computer-Based Training	Annual
Welding/Hotwork	Lecture/Practice	Triennial

Specific Deliverables

<u>Title of Deliverable</u>	<u>Format</u>	<u>Frequency</u>
ES&H training	Attendance lists, training plans	As needed per the DOE reviewed plans, most mandatory ES&H training requires annual refreshers plus new employee training, training for new assignments
Analyses	Reports	Per analysis, as needed
ERAP	Updated plan	Annually
Exercise and drill plans (scenario development)	Plans	Annually (exercise), for each (drills)

<u>Title of Deliverable</u>	<u>Format</u>	<u>Frequency</u>
Exercise and drill findings and corrective action	Reports	Annually (exercise), for each drills
Accident/Incident reports	Reports	As needed
EP equipment inventory and inspections	Inventory lists, findings report	As needed
Timetable for fire drills	Plan	Annually
Fire drill findings and corrective actions	Report	Per building and trailer
Directives review and generation	Plans and procedures - new or updates	Annually or as needed
Fire protection program plan	Updated plan	Annually
Fire protection appraisals	Report	Biannually and triennially, depending on building value
Pre-fire plans	Plans	Annually
OSHA inspections; chemical hygiene inspections; safety analysis reviews	Reports	As requested
Other inspection and assessment results	Information/audit reports	As requested
OSHA 300 200 log	Summary	Quarterly

<u>Title of Deliverable</u>	<u>Format</u>	<u>Frequency</u>
Accident investigation reports	Reports	As needed, per reportable accident
Occurrence reports	Reports	As needed, per occurrence
CAIRS information	Reports	Quarterly
ORPS information	Computer input	As needed
Weekly update reports	Reports	Weekly
ES&H training	Attendance list, training plans, Scripts, storyboards, CBT modules	As needed per the NETL reviewed plans, most mandatory ES&H training requires annual refreshers plus new employee training, training for new assignments

ES&H Support and Assistance for Site Operations

The contractor shall assist in specifically supporting ES&H activities in the Site Operations task area. This support shall include but not be limited to the following examples:

- a. Oversight and technical assistance in issues dealing with the NETL-Pittsburgh Wastewater Treatment Facility (i.e. permit issues, plant operation, process automation, and chemistry).
- b. Refrigerant Management Program
- c. General construction Area

- d. Grounds, janitorial
- e. Site maintenance
- f. Fire protection systems
- g. Alarms
- h. Support of Facility SARS
- i. General Environment, Safety, and Health support as required

Schedule of Performance

Deliverables

Comply with the requirements of Part III, Section J, Attachment B of the contract entitled Reporting Requirements Checklist and implement per the final proposal selected in response to Solicitation No. -----. Provide the following deliverables under this task.

Task Work Plan (a.k.a. proposal) including Travel and Training Plans.

Monthly general activities status report.

Required Travel

The contractor shall prepare a Travel Plan in the Task Proposal, which shall identify essential travel required for the performance of this task. The Travel Plan shall specify the traveler(s), destination, duration, and purpose of each proposed trip. The contractor shall obtain the approval of the DOE Task Manager before each trip begins.

Required Training

The contractor shall prepare a Training Plan in the Task Proposal, which shall identify essential training required for the performance of this task. The training Plan shall specify name and purpose of each proposed course. The contractor shall obtain the approval of the DOE Task Manager before each course begins.

Government Furnished Property

Standard office equipment, tools and equipment (per Part III, Section J, Attachment I of Solicitation No. -----) required to perform assigned tasks will be provided. The contractor shall identify any additional Government Furnished Property required for the performance of this task.

Core Off-Site Remediation Services

The contractor shall provide personnel and expertise to support off-site remediation at NETL-owned sites, leased sites, or sites where NETL is the authority having jurisdiction. Current off-site remediation work is being performed at the Hoe Creek Underground Coal Gasification Test Site located near Gillette, Wyoming, the Rock Springs Oil Shale Retort Site located near Rock Springs, Wyoming, and the Rocky Mountain 1 Site and the DOE Hanna Underground Coal Gasification Site near Hanna, Wyoming. During the course of this contract, other remediation sites may be identified requiring remediation support.

The contractor shall provide remediation support by performing activities such as:

- a. performing intermittent minor maintenance, including re-vegetation, at field sites identified by NETL;
- b. conducting field operations relative to groundwater remediation at Rock Springs, Wyoming;
- c. ensuring remediation site(s) compliance with Federal, State and local requirements;
- d. providing support and assistance with regard to analysis, reports, and presentations;
- e. preparing reports and presentations relative to current and planned operations and activities;
- f. investigating the location of abandoned DOE wells drilled while conducting Fossil Energy R&D activities, and
- g. investigating other inactive waste sites.

It should be noted that the specific actions to be implemented will change annually based on the previous year's remediation results.

Specific Deliverables

<u>Title of Deliverable</u>	<u>Format</u>	<u>Frequency</u>
Analyses (such as waste, water, soil, etc.)	Reports	Per analysis, as needed
Other inspection and assessment results	Information/audit reports	As requested
Inactive waste site investigations (location, field surveys)	Report	Quarterly or as needed
Rock Springs, Hoe Creek, off-site remediation progress reports	Reports	Weekly updates; Quarterly reports; Draft and final reports due
Weekly update reports	Reports	Weekly